



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

3650 SCHRIEVER AVENUE
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February 8, 2007

TO: GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
PROJECT DIRECTORS

SUBJECT: Request for Application (RFA) Gang Violence Suppression Multi-Component Program

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the RFA for the Gang Violence Suppression (GVS) Multi-Component Program.

The total amount available for the GVS Multi-Component Program through State General Funds in State Fiscal Year (SFY) 2007/08 is anticipated to be \$1,963,500. The grant award period will be for 12 months beginning July 1, 2007 and ending June 30, 2008. Please note continuation funding is contingent on the availability of State General Funds and passing of the SFY 2007/08 State budget. All applicants must have previous successful project performance, and compliance with the grant award agreement.

To be considered for continuation funding, applicants must complete the enclosed materials and submit them no later than **5:00 p.m. on Thursday, March 22, 2007**.

A copy of the RFA can be obtained from the OES website at www.oes.ca.gov by following these steps: select OES Divisions and Regions, Law Enforcement and Victims Services Division, RFA Funding Information. This document is designed to be interactive electronically with fill able forms. However, users will need to use Adobe Acrobat 7.0 in order to save the text of their applications. Users will be able to complete and print forms using Adobe Reader 7.0, but will be unable to save their completed forms without Adobe Acrobat 7.0.

Applications must be postmarked by **5:00 p.m. on Thursday, March 22, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Gang Violence Section – GVS Application

Should you need assistance regarding this application, please contact Cindy Chapman, Senior Program Specialist, Gang Violence Section, via e-mail at Cindy.Chapman@oes.ca.gov, or by telephone at (916) 324-9190.

Sincerely,

GINA BUCCIERI-HARRINGTON, Chief
Gang Violence and Counter-Drug Procurement
Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
REQUEST FOR APPLICATION**

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- III. FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

[GRANT AWARD FACE SHEET AND INSTRUCTIONS](#)

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

SIGNATURE AUTHORIZATION AND INSTRUCTIONS

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel spreadsheet format) – With Match

 Personal Services – Salaries/Employee Benefits

 Operating Expenses

 Equipment

PROJECT SUMMARY

SAMPLE OPERATIONAL AGREEMENT

NONCOMPETITIVE BID REQUEST

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COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
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**GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbook Appendices and Forms."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone or e-mail.

Cindy Chapman
Gang Violence Section
916-324-9190
Cindy.Chapman@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by 5:00 p.m. on Thursday, March 22, 2007**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Gang Violence Section – GVS Application

2. Hand delivered by **5:00 p.m. on Thursday, March 22, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Gang Violence Section – GVS Application

D. **ELIGIBILITY**

Only agencies currently receiving funding under the Gang Violence Suppression Program are eligible to apply for continuation funding.

E. **FUNDS**

It is anticipated that approximately \$1,963,500 will be available to fund the GVS Multi-Component Program for SFY 2007/08 and is subject to the continued appropriation in the State budget.

The grant award period for the third year of the funding will begin July 1, 2007 and end June 30, 2008. Agencies responding to this RFA must budget for twelve (12) months.

MATCH REQUIREMENTS

To maximize the use of these available funds and to ensure the commitment of the applicants to the program objectives, all applicants must provide **local matching funds of 10 percent** on the State General Fund allocation. This match may be either a cash match or an in-kind match and will be calculated based on the percent of funds allocated. (Please refer to the *Recipient Handbook*, section 6511 regarding match calculations).

PROJECT ALLOCATION

The project allocations for SFY 2007/08 will be based on the prior year funding. All applicants must budget equitable amounts amongst the five components. The exception to this is the lead agency component, which is allowed to budget for an amount greater than the other components in order to cover the added administrative costs. The budget must be approved by the Local Coordinating Committee.

Once the budget is authorized by OES, any future changes to the project budget must be submitted on a grant award modification for OES approval.

TABLE I: SFY 2007/08 GVS PROJECT FUNDING CHART

	SFY 07/08 State Gen. Funds	10% Match (State Gen. Funds)	Total *
Los Angeles Co	\$500,000	\$50,000	\$550,000
Napa Co	\$392,500	\$39,250	\$431,750
Sacramento Co	\$500,000	\$50,000	\$550,000
Oxnard PD	\$392,500	\$39,250	\$431,750
TOTAL	\$1,785,000	\$178,500	\$1,963,500

*Please note that allocation of funds is contingent on the enactment of the State budget and may be subject to change. In addition, should any of the eligible projects decline third year funding, the project funding levels may be adjusted.

F. **PROGRAM INFORMATION**

The purpose of the GVS Multi-Component Program is to reduce the level of gang violence in communities and to divert potentially dangerous gang activity into a more positive and

constructive behavior. The purpose of this multi-component model is to develop comprehensive, coordinated projects by a group of agencies focusing their efforts on specific target areas. The multi-component project must include at least one agency representing each of the five (5) components of the GVS Program: law enforcement, prosecution, probation, prevention (community-based organization), and education.

These five components are required to collaborate on this program. Each GVS multi-component funded project must establish/maintain an anti-gang Local Coordinating Committee, (LCC) and an Operational Coordinating Committee, (OCC) comprised of, at a minimum, representatives of all five-program components. An Operational Agreement (OA) must be included with the proposal. (See the Sample Operational Agreement Form in Part IV of this RFA).

Projects funded through the GVS Program are required to perform the activities mandated in Sections 13826.2 through 13826.65 of the Penal Code, as follows:

1. Statutory Requirements

Legislative Authority for the GVS Multi-Component Program was codified into Chapter 3.5 of the California Penal Code. Projects funded through the GVS Program are required to perform the activities mandated in Sections 13826.2 through 13826.65 of the Penal Code (Refer to Part IV, Attachment 2).

P.C. § 13826.2 – Gang violence prosecution units receiving funds under this chapter shall concentrate enhanced prosecution efforts and resources upon cases identified set forth in Section 13826.3*.

P.C. § 13826.4 – Law enforcement agencies receiving funds under this chapter shall concentrate enhanced law enforcement efforts and resources upon cases identified under criteria set forth in Section 13826.3*.

P.C. § 13826.5 – County probation departments receiving funding under this chapter shall strictly enforce court-ordered conditions of probation for gang members.

P.C. § 13826.6 – For the purposes of this chapter, a “community-based” organization is defined as a non-profit operation established to serve gang members, their families, schools, and the community with programs of community supervision and service.

P.C. § 13826.65 – School districts, county offices of education, or any consortium thereof, receiving funding under this chapter shall develop or adopt and implement a gang violence prevention curriculum, provide gang violence prevention and intervention services for school-aged children.

* P.C. § 13826.3 specifies gang member identification criteria for the prosecution component and holds the law enforcement component to the same requirements.

2. Participation on Committees

a. Lead Agency

One agency from the five participating component agencies must be designated to lead the GVS project. This lead agency will be the applicant for the GVS Multi-Component application.

The lead agency will be responsible for the management of the GVS grant and is required to do the following:

1. Maintain and chair the Local Coordinating Committee (LCC) and Operational Coordinating Committee (OCC). This includes maintaining meeting minutes and sign-in sheets;
2. Prepare the Operational Agreement(s) for all participating agencies and the updates to those agreements as needed during the grant award period; and
3. Prepare and submit all required reports to OES, including:
 - (a) Progress reports that include data from all five components; and
 - (b) Report of Expenditures and Request for Funds (OES Form 201) that include expenses incurred by all five components.

b. Local Coordinating Committee (LCC)

All agencies funded through the GVS Multi-Component Program must participate on an anti-gang LCC. The LCC is the central coordinating mechanism and is an essential element in the multi-component project model. The purpose of the LCC is to formulate policy in a multi-disciplinary approach for the suppression of gang violence. This committee will also determine the distribution of funding amounts for each component.

The LCC is required to ***meet quarterly*** and may elect to hold their meetings in conjunction with the OCC meetings. The purpose of the LCC meetings is to:

1. Identify the local gang problem and establish goals and objectives;
2. Define the roles and responsibilities of each of the five components;
3. Engage in information sharing and develop anti-gang strategies that involve all of the components in a coordinated effort; and
4. Discuss the progress of the GVS project, i.e., accomplishments and any setbacks, in achieving the goals and objectives.

At a minimum, the LCC must include **executive level representatives** from each of the five component agencies. The LCC may also include representation from other governmental or public agencies and community leaders.

G. PREPARING AN APPLICATION

Part IV - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

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REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)) and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

Provide a **brief summary** of the problem statement for your GVS project. Include any updates or changes to the problem statement, if needed.

Nature and Scope of the Problem(s)

The problem statement must be a comprehensive description of the target area to be addressed by the project. Describe the gang and drug-related problems in the specified target area. Multi-component projects need to submit **only one** problem statement for the entire group, since all components of the project must be focused on the same target area. OES recommends that multi-component projects develop the problem statement through the group planning process to ensure that it is representative of the problems faced by the entire community.

Provide information on the nature and scope of the problem(s). The problem statement must include a detailed statement that identifies the local problem(s) and demonstrates the need for a GVS project in the targeted area. Cite sources of all data included in the problem statement. Include a description of the current efforts directed at the problem(s). This section should describe the justification for the funding of an anti-gang project.

2. **Plan and Implementation**

Plan: All agencies involved in the multi-component project should develop a unified purpose and strategic plan to address the identified problem. The group project design should identify common issues, how they will be addressed by the components, and how they will be resolved through mutual efforts. The project design should also consider and delineate the lines of communication, and how each component will interact to accomplish mutual and individual goals.

The plan to be submitted as a **group**, shall:

- 1) Describe how the linkages between all of the components will integrate to successfully implement the project objectives.
- 2) Describe the anticipated impact (outcome) of the proposed project on the targeted population/area.
- 3) Describe what action will be taken by the remaining components if a collaborative project partner is not meeting objectives identified in the grant award agreement.

B. **PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.

- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

Seed Money

As part of the plan, the applicant should be able to demonstrate a commitment to continuing a multi-agency collaboration for addressing gang violence once the grant award period concludes. Since this program awards funds for the duration of a three-year funding cycle, projects are strongly encouraged to utilize funds as “seed money” in order to sustain program efforts once the funding ends. The plan should include a description of how the component agencies will continue a group effort approach for the intervention, prevention, and suppression of gang activity.

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation,

holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these call under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having ***a useful life of more than one year*** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)).
- Project Summary
- Noncompetitive Bid Request
- Out of State Travel Request, OES 700
- Other Funding Sources
- Prior, Current, and Proposed OES Funding
- Project Service Area Information
- Computer and Automated Systems Purchase Justification Guidelines